

**SANDY CITY
APPROVED POSITION SPECIFICATIONS**

I.	<u>Position Title:</u> Talent Coordinator (Seasonal)	<u>Revision Date:</u> 01/08
		<u>EEO Category:</u> Admin. Support
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 50808

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Community Events Director, coordinate events and logistical needs at the Sandy City Amphitheater.

III. Essential Duties

Community Events

- Assist the Community Events Director in planning and executing all community events.
- Book any entertainment or performers required for community events.
- Work with the Special Events Coordinator to meet the technical needs of events and the needs of performers at the events.
- Assist the Special Events Coordinator and the Sandy City Police to coordinate security needs.

Sandy City Amphitheater

- Communicate and coordinate with performing artists and/or their managers regarding their needs, i.e. ground transportation, hospitality, merchandising etc., while at the Amphitheater.
- Work closely with the Stage Manager and House Manager to coordinate events.
- Work with Sandy City Police to coordinate security needs.

IV. Marginal Duties:

- Help develop new events as necessary to promote community spirit.
- Perform other duties as assigned.

V. Qualifications

Education: Bachelors degree in related field preferred. May substitute year for year any equivalent combination of experience and education.

Experience: One year experience in event planning and/or concert booking is desired.

License: Must possess a valid Utah Driver's License.

Knowledge of: Theatrical and musical event needs; understanding of concert touring is a plus.

Responsibility for: Provide all talent/entertainment needs for the Sandy City Amphitheater and Community Events.

Communication Skills: The position requires excellent communications skills, both written and oral and an ability and/or willingness to cooperate with others.

Tool, Machine, Equipment Operation: Basic computer skills in word processing, spread sheets, and email.

Analytical Ability: Must have the ability to coordinate multiple tasks; must be able to use independent judgement to resolve problems.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to stand for long periods of time and some lifting may be required; up to 50lbs.

Work Environment: Employee will generally work from home. Work is performed with moderate supervision; daytime and some evening, weekend and holiday work is required; must dress and groom in a manner congruent with the image of Sandy City. Noise exposure is expected while attending events. Sometimes work is required in inclement weather.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____